

Instructions for the Submission of Stool Specimens

COLLECTION KIT CONTENTS:

- **Three (3) – 8 x 10 biohazard bags with pouch & absorbent pad**
- **Two (2) – Tube labels** (Qualtrax ID # 22565)
- **One (1) – Cary Blair vial with indicator (subject to expiration)**
- **One (1) – 4oz sterile cup**
- **One (1) – Disposable scoop**
- **One (1) – DCLS Test Request Form** (Qualtrax ID # 16857)
- **One (1) – Patient Instructions for Stool Collection** (Qualtrax ID # 21835)
- **One (1) – Paper stool collection device**

Order kits by calling 804-648-4480 ext 104. Kits will be shipped within 3 business days of order receipt. Cold packs are available upon request.

INSTRUCTIONS:

NOTE: Testing delays or rejection will occur if specimen containers are improperly labeled or if the information on the submission form is incomplete or does not match the specimen. A VDH outbreak number is required for testing. Please check to ensure that specimens are not leaking.

1. Provide specimen collection kits and instructions to patients or facilities and with contact information to arrange for specimen pickup.
2. Pick up specimens labeled with the patient's **first and last name, date of birth, and date of collection**.
3. Complete the DCLS Test Request Form:
 - a. Patient must fill out the following sections of the form: **patient information box, the patient medical history** (symptoms experienced and date of onset), **name and date of birth** on the top of the back page.
 - b. Fill out the Submitter Information section (this is who will be contacted with results).
 - c. List the disease suspected/diagnosed and any other pertinent details in the Patient Medical History Section.
 - d. Indicate the outbreak number in the Outbreak Information section on the first page.
 - e. On the back of the page within the Enteric Culture/ ID/ Detection section, check "Norovirus" (for the raw/unpreserved stool) and "Enteric Screen Culture" (for the Cary Blair stool).
4. The biohazard bag containing the stool specimens must be refrigerated until they are transported to DCLS. **DO NOT FREEZE.**
5. Transport specimens with submission forms to DCLS using overnight delivery by the DCLS courier system or direct delivery to the lab. Specimens must be submitted on cold packs. If specimens are collected over a weekend, the specimens should be refrigerated and prepared for transport to DCLS on Monday unless other arrangements have been coordinated with DCLS.
6. Stool samples should be submitted to DCLS as soon as possible; either the same day the sample is received by the health department or the next scheduled courier pick up, whichever comes first. Samples must be submitted to DCLS within 4 days of collection.